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# SCREENING QUESTIONS TO ASK A CONTRACTOR

Calloway Roofing LLC CBC 1262426 / CCC 1331061



## CREDIBILITY QUESTIONS



### LICENSE

Please produce a copy of your CCC or CGC or CBC license



### WORKMAN'S COMPENSATION

Please produce a copy of your Workmen's Compensation



### LIABILITY INSURANCE

Please produce a copy of your General Liability Insurance Certificate showing \$1,000,000 Aggregate.



### EXPERIENCE

How long have you been installing  
[ ] Metal [ ] Tile roofing?



### YEARS IN BUSINESS

How long has your company been Registered and Active as a business?



### NAME CHANGES

Has your company ever operated under a different name or alias or DBA?



### LOCATION

Is your registered business address within 60 miles of my home/business?



### EXAMPLES

Please produce pre and post photos of jobs or projects completed and the Homeowner Release Certificate.



### REFERENCES

Please produce a reference from a not so happy homeowner and your materials supplier.



### WARRANTIES

Please produce proof that you register materials warranties.

NOTE: \_\_\_\_\_  
\_\_\_\_\_

## SCOPE OF WORK QUESTIONS



### PRIMARY CONTACT

Who is my primary point of contact during the entire process? During Installation?



### PERMITS

Do you present an exemption of workmen's compensation at the time you are pulling permit?



### CREW SIZE

How many people will be working on my roof?



### SUB-CONTRACTORS

Please produce proof that your workers are W2 employees instead of 1099 subcontractors.



### SUPERVISOR

Will there be a specified supervisor working on my roof?



### DEPOSIT

How much am I required to pay up front?



### DURATION

How long in days will the roof installation take?



### BID/QUOTE

Can you walk me through the bid/quote?



### PROBLEM AREAS

What are potential problem areas on my roof, and how will you address them?



### KICKBACKS

Is the manufacturer of the brands you recommend giving you rebates for using their products?



### ROOFING SYSTEM

Do you adhere to matching roofing system materials as recommended by the Manufacturers?



### SETBACKS

Do you provide a retainage for punch out items and if so what percentage or amount?



### PROTECTION

How will you protect my property and what is required of me by you and your field supervisor?



### INSTALLATION IMPACT

How much of an impact will the installation make on my yard, driveway, and neighborhood?



### ADDITIONAL ITEMS

How long after the roof will you handle interiors, exteriors, etc.?